

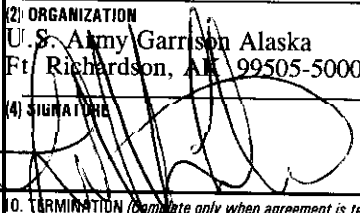
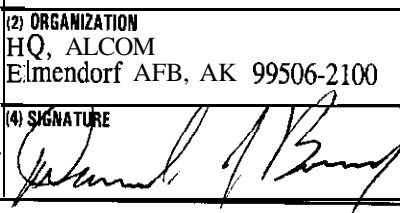



# SUPPORT AGREEMENT

<b>1. AGREEMENT NUMBER</b> <i>(Provided by Supplier)</i> <b>W81MUX-02312-238</b>		<b>2. SUPERSEDED AGREEMENT NO.</b> <i>(If this replaces another agreement)</i> <b>WC1SH3-93007-238</b>		<b>3. EFFECTIVE DATE (YYYYMMDD)</b> <b>20021108</b>		<b>4. EXPIRATION DATE</b> <i>(May be "Indefinite")</i> <b>Indefinite</b>	
<b>5. SUPPLYING ACTIVITY</b>				<b>6. RECEIVING ACTIVITY</b>			
<b>a. NAME AND ADDRESS</b> U.S. Army Garrison Alaska Directorate of Resource Management ATTN: APVR-RRM-DRIS 600 Richardson Dr. #6250 Ft. Richardson, AK 99505.6250				<b>i. NAME AND ADDRESS</b> Headquarters, Alaskan Command ATTN: J4 9480 Pease Avenue, Suite 216 Elmendorf AFB, AK 99506-2100			
<b>b. MAJOR COMMAND</b> Installation Management Agency (IMA)				<b>b. MAJOR COMMAND</b> Alaskan Command (ALCOM)			
<b>7. SUPPORT PROVIDED BY SUPPLIER</b>							
<b>a. SUPPORT</b> <i>(Specify what, when, where, and how much)</i> See attached Support Category, Program Directors and matrix beginning on page 3.  Directorate of Logistics  Directorate of Community Activities  Directorate of Plans, Training, Security and Mobilization				<b>b. BASIS FOR REIMBURSEMENT</b> Central Issue Facility Transportation Services  Technical and Legal Libraries  Training Services		<b>c. ESTIMATED REIMBURSEMENT</b> Actual Cost Actual Cost  Actual Cost Actual Cost	
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
<b>8. SUPPLYING COMPONENT</b>				<b>9. RECEIVING COMPONENT</b>			
<b>a. COMPTROLLER SIGNATURE</b>  CAROLYN A. SHOFFNER		<b>b. DATE SIGNED</b> 15 Oct 02		<b>a. COMPTROLLER SIGNATURE</b>  EDWARD K. BERUBE		<b>b. DATE SIGNED</b> 11-5-02	
<b>c. APPROVING AUTHORITY</b>				<b>c. APPROVING AUTHORITY</b>			
<b>(1) TYPED NAME</b> FREDRICK J. LEHMAN, COL, SC, Garrison Commander				<b>(1) TYPED NAME</b> DANIEL J. BONNEY, COL, GS, Chief of Staff			
<b>(2) ORGANIZATION</b> U.S. Army Garrison Alaska Ft. Richardson, AK 99505-5000		<b>(3) TELEPHONE NUMBER</b> (907) 384-2175		<b>(2) ORGANIZATION</b> HQ, ALCOM Elmendorf AFB, AK 99506-2100		<b>(3) TELEPHONE NUMBER</b> (907) 552-3712	
<b>(4) SIGNATURE</b> 		<b>(5) DATE SIGNED</b> 8 Nov 02		<b>(4) SIGNATURE</b> 		<b>(5) DATE SIGNED</b> 11-05-02	
<b>10. TERMINATION</b> <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>							
<b>a. APPROVING AUTHORITY SIGNATURE</b> 				<b>b. DATE SIGNED</b>		<b>c. APPROVING AUTHORITY SIGNATURE</b>	
						<b>d. DATE SIGNED</b>	

**1. GENERAL PROVISIONS** *(Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)*

- a. The receiving components will provide the supplying component projections of requested support. *(Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)*
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of APVR-RRM-DRIS and HQ, ALCOM prior to changing or cancelling support
- c. The component providing reimbursable support in this agreement will submit statements of costs to: see page 9, paragraph 8
- d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.
- e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

ADDITIONAL GENERAL PROVISIONS ATTACHED:



YES

NO

**2. SPECIFIC CONDITIONS** *(As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)*

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:



YES

NO

PD	Responsible Activity and Support Category	SBC No.	Basis of Reimbursement	Reimbursable Cost	POC	Phone No.	ISA Page No.
<b>G1 Adjutant General (AG)</b>							
	Personnel Manning and Services (Military)	a07 a08	Non-reimbursable		Plans and Operations	384-2605	11
<b>G2/G3 Directorate of Plans, Training, Security and Mobilization (DPTSM)</b>							
	Training Services (Military)	b05	Travel, tuition, instructor cost		Training	384-1153	12
<b>G4 Directorate of Logistics (DOL)</b>							
	Central Issue Facility (CIF)	a25	Actual cost of lost, damaged, destroyed or non-returnable items	GS-09 OT: \$27.27/hr.	Central Issue	384-1828	13
	Transportation Services: Personal Property Shipment	a28	Civilian overtime labor	GS-07 OT: \$22.94/hr.	Transportation	384-1814	15
<b>Other Units/Program Directors</b>							
<b>267<sup>th</sup> FI BN</b>	Finance Support Services		Non-reimbursable		Operations	384-2038	16
<b>PM</b>	Police Services a. Law Enforcement Services b. Physical Security c. Vehicle/Weapons Registration	a77 a78	a. Non-reimbursable b. Special requirements c. Special requirements		Law Enforcement	384-0825	17
<b>DCA</b>	Child and Youth Services	a11	Individual user fees		Child and Youth Services	384-2031	18
	Army Community Services	a10	Non-reimbursable		DCA Director	384-1502	19
	Education Services	a14	Tuition cost and user fees		Education Officer	384-0970	20
	Morale, Welfare and Recreation Activities	a13	Individual user fees		CFAM	384-2053	21
	Substance Abuse Program	a09	Non-reimbursable		ASAP	384-1418	22
	Technical and Research Library	a14	Special purchases unique to Receiver requirements		Librarian	384-0301	23
	Transient Lodging Services	a51	Individual cash basis for guest housing or transient accommodations		Lodging/FRA Lodging/FWA	384-0436 353-7726	24
<b>SJA</b>	a. Claims Support and Legal Assistance (Soldiers/Fam. Members) b. Courts Martial Jurisdiction	a81	a. Non-reimbursable b. Non-reimbursable c. Actual cost		SJA	384-0420	25
				<b>Actual Cost</b>			

ATTACHMENTS TO ISA 238	DESCRIPTION	PAGE NO.
Attachment I	support category, Program Director and POC Matrix	3
Attachment II	Standard Provisions	4
Attachment III	Distribution List	7
Attachment IV	Financial Provisions/Cost Calculations	8
Attachment V	Specific Provisions	11

Standard Provisions

1. The purpose of this Interservice Support Agreement (ISA) is to establish guidelines and procedures for providing administrative and logistical support to U.S. Army personnel assigned to the Headquarters (HQ), Alaskan Command (ALCOM), hereafter referred to as the Receiver, by U.S. Army Garrison Alaska (USAG-AK), hereafter referred to as the Supplier. The support addressed in this ISA is provided by USAG-AK command elements at **Forts** Richardson (FRA), Alaska in coordination with, and subsequent to, the approval of the Receiver.

2. Interservice Support. USAG-AK shall provide requested support to other DoD activities when the head of the requesting activity determines it would be in the best interest of the U.S. Government, and USAG-AK determines capabilities exist to provide the support without jeopardizing assigned missions.

NOTE: In accordance with the 5 December 2001 Assistant Chief of Staff for Installation Management (ACSIM), and subsequent U.S. Army Pacific (USARPAC) guidance, USAG-AK is scheduled to institute Army Baseline Services (ABS) for Army-to-Army customers during FY 03. Due to the requirement to cross-level **resources** to meet Ass levels, the ability of USAG-AK to provide various services identified under the terms of this agreement may require revision/renegotiation.

In FY 03 the Army will implement the Transformation Installation Management (TIM) initiative. Additionally, there is an expected increase of Army personnel assigned to FRA and FWA, due to projected force structure modifications in FY 04. Due to these changes, the ability of USAG-AK to provide various services identified under the terms of this agreement may require revision/renegotiation.

3. This ISA is authorized and written in accordance with (IAW) Department of Defense **Instruction** (DoDI) 4000.19, Army Regulation (AR) 5-9, Defense Finance and Accounting Service-Indianapolis (DFAS-IN) **Regulation 37-I** and **USCINCPACINST** 4000.2N. Any USARPAC supplements to these Army regulations also apply.

4. Receiver's mission: To support the joint staff of the Alaskan Command.

5. Review the Financial Provisions of this agreement annually, or as requested by either the Supplier or Receiver. Review the Specific Provisions triennially, or as requested by either the Supplier or Receiver. Forward all contested matters of support contained herein to respective higher headquarters for disposition and further direction.

6. Receiver will report all violations or suspected violations of security to the **Directorate** of Plans, Training, Security and Mobilization (DPTSM), Security Division at 384-2208. This responsibility includes incidents falling within the purview of DoD Regulation 5200.1-R, AR 380, AR 381, and AR 604 series.

7. Receiver personnel must abide by all post and installation regulations, directives, and policies, to include postal, fire, safety, security, and similar administrative procedures. Receiver personnel are permitted use of post and installation facilities in accordance with applicable regulations.

Standard Provisions  
(continued)

8. Should the Receiver fail to accept full quantity of reimbursable support provided for herein, the Supplier will make reasonable efforts to absorb and/or redistribute excess supplies or services. If redistribution or absorption cannot be accomplished, the Receiver shall reimburse (the Supplier) for any losses incurred by the Supplier.

9. If the Receiver requires available service not addressed within this agreement, the Receiver may submit a DD Form 448, Military Interdepartmental Purchase Request (MIPR) to the applicable budget office of the organization providing such service. If service is required on a recurring basis (defined in general by USARPAC Regulation 5-1 as three times per year over two years or more), the Receiver will submit a written request to incorporate additional service(s) into this agreement. Submit request to U.S. Army Garrison Alaska, Defense Regional Interservice Support (DRIS) Office, ATTN: APVR-RRM-DRIS, 600 Richardson Drive #6250, Ft. Richardson, AK 99505-6250.

10. Services are provided during posted hours of operation. Services shall be equal to those provided to the Supplier's own military force and within established USAG-AK standards and guidelines. The Specific Provision narratives verified each Fiscal Year (FY) is the documented quality, quantity, frequency, and timeliness of a service. NOTE: Reserve Component (RC) priority of Morale, Welfare and Recreation (MWR) support is IAW AR 215-1.

11. Services offered by other agencies located within close proximity of USAG-AK Command elements include: Printing by the Defense Automated Printing Service (DAPS), DFAS by the Defense Military Pay Office (DMPO), and Medical services by the U.S. Army Medical Activity, Alaska (MEDDAC-AK).

12. This agreement will remain in effect during implementation of Operations Plans (OPLANS) to the best ability of the Supplier.

13. Receiver point of contact:

HQ, ALCOM  
ATTN: J4  
**9480 Pease** Avenue, Suite 216  
Elmendorf AFB, AK 99506-2100  
Phone: (907) 552-4125/Fax: (907) 552-8959

14. Supplier point of contact:

U.S. **Army Garrison** Alaska  
Director of Resource Management  
ATTN: APVR-RRM-DRIS  
600 Richardson Dr. #6250  
Ft. Richardson, AK 99505-6250  
Phone: (907) 384-7094/Fax: (907) 384-6122  
AK Defense Service Network (DSN) Access Code: 317

NOTE: This support agreement was coordinated and prepared by Support Agreement Analyst Barbara Ringland.

Standard Provisions  
(continued)

15. Commercial Activities Stipulations IAW AR 5-20, dated 1 October 1997.

a. INTERSERVICE SUPPORT AGREEMENTS: Support agreements with other Army, Navy, or Air Force installations or with other DoD activities are not governed by AR 5-20, with the following two exceptions: (1) A cost competition study is required when a Support Agreement with another DoD activity would result in a change to or from contract performance; (2) pursuant to OMB Circular A-126, a cost competition study shall be conducted before providing aviation services, as noted in Department of the Army (DA) Pamphlet (Pam) 5-20, Appendix C.

(1) USAG-AK Directorates involved with the support outlined in this agreement have evaluated the support and have determined that it DOES NOT result in a change to or from contract performance, therefore a cost competition study is not required.

(2) A Commercial Activity is defined by AR 5-20 as an activity providing a product or service that can be performed by a private source. AR 5-20 defines recurring Commercial Activities as one that is required by the government on a consistent and long-term basis. This definition does not imply an hourly, daily, monthly OR annual requirement, but must, in a general sense, be repetitive in nature, wherein the expected workload can be reasonably estimated.

**Distribution List**

- 1 - USARPAC, ATTN: APLG-PM, Ft. Shafter, HI 96858-5100
- 1 - DFAS, Pacific-Operating Location, ATTN: DFAS-PC/AOAA, Pearl Harbor, HI 96860-7553
- 1 - CPOC
- 1 - USAG-AK DRM ASIP Manager
- 1 - HQ, ALCOM, ATTN: J45, Elmendorf AFB, AK 99506-2150

NOTE: Those activities within USAG-AK that require or are interested in either viewing or printing out this agreement refer to the Directorate of Resource Management (DRM) website at <http://www.usarak.army.mil/DRM/> and go to the DRIS webpage.

## Financial Provisions

1. Mission-unique, above-base level of support (i.e. measurable direct incremental costs) is reimbursable and is charged IAW DA policies and DoD instructions throughout the duration of this agreement. Categories identified as "Customarily Non-reimbursable" (CN) are generally provided at no cost to the Receiver. However, the Supplier may charge the Receiver for incremental CN costs (i.e. special requirements, supplies/materials, and civilian overtime or over hire), which are directly attributable to the Receiver. NOTE: Currently and into the near future, numerous installation functions will be under A-76 studies, resulting in the possible conversion to contracts. If future services convert to contractual arrangements, charges identified within this agreement will be IAW applicable contract terms and costs.

2. Reimbursable charges are "best estimates" calculated through the effective date of this agreement. The reimbursement basis (unit charge) for all support categories is subject to annual review by the performing directorate. As such, annual charges to the Receiver are subject to revision, i.e., to reflect change in operation costs and/or inflationary conditions. NOTE: Although the DoDI requires that costs be reviewed annually to ensure continued accuracy of estimated reimbursements, limiting factors may preclude accomplishment. In such a case, inflation rates designated within the DoD Comptroller's Annual Inflation Guidance will be applied to any estimated costs within this agreement.

3. Billings for **civilian** labor are subject to additional charges to cover civilian personnel fringe benefits, plus an additional 25% for the Cost of Living Allowance (COLA) when General Schedule (GS) employees are utilized. Contract labor is charged at contract cost. Overtime labor must be authorized in advance and is charged at prevailing rates. NOTE: Current year (FY 03) fringe benefit charges = 24.5% (DoD rate) and 32.9% (other's rate). The civilian personnel benefits rate fluctuates annually.

4. Support provided through contractual arrangements is charged at the contracted rate. Price for supplies is derived from standard price lists or equivalent guidance.

### 5. General Procedures:

a. The Receiver will provide a MIPR (or mutually agreed upon documentation) to the Supplier for any required support. [See paragraph 11 (below) for select addresses.] The MIPR will reflect a complete accounting classification to be charged and it will include a point of contact **and** telephone number. The Receiver and Supplier will verify annually that a correct bill-to address is on record with DFAS.

b. The Supplying activities will forward a DD Form 448-2 (Acceptance of MIPR) to the Receiver acknowledging a commitment to provide any requested support.

6. Billing Procedures: For the active Army, Other Army (i.e., National Guard, Reserves), and DoD, DFAS Pacific Operating Location (OPLOC), Pearl Harbor, Hawaii processes billings at the end of each month. Billings are processed under cross disbursing procedures [Transactions by Others (TBO)/Transactions for Others (TFO)]. This self-reimbursement (no check drawn) procedure is IAW DFAS Regulation 37-1. The Voucher for Transfer



Financial Provisions  
(continued)

Between Appropriations and/or Funds (and substantiating documents) will cite the applicable MIPR number, and will be forwarded to the Receiver's bill-to address as reflected in paragraph 7 below.

7. Receiver's DODAAC: 68912

Receiver's bill-to address:

HQ, ALCOM  
ATTN: J72  
9480 Pease Avenue, Suite 216  
Elmendorf AFB, AK 99506-2150

8. Supplier's accounting office address:

Commander  
Defense Finance Accounting Service  
Pacific-Operating Location  
ATTN: DFAS-PC/AOAA  
471 Essex **street**, BOX 1392  
Pearl Harbor, HI 96860-5806

9. Manpower of activity supported:

Elmendorf AFB	Total	
15		Officers
		Warrant Officers
	5	Enlisted
		Civilian
	20	Total

Financial Provisions  
(continued)

10. Submit MIPRs (or other mutually agreed upon non-DoD funding documents) to the supplying activities as follows:

<u>Activity</u>	<u>Categories (Services)</u>	<u>Amount</u>
U.S. Army Garrison Alaska	Training Services	
Directorate of Plans, Training, Security and Mobilization		
ATTN: APVR-RPTM-RM		
600 Richardson Dr. #6300		
Ft. Richardson, AK 99505-6300	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>
U.S. Army Garrison Alaska	Technical and Legal Libraries	
Directorate of Community Activities		
ATTN: APVR-RCA-RMA		
Headquarters Loop		
Ft. Richardson, AK 99505-6600	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>
U.S. Army Garrison Alaska	Transportation Services	
Directorate of Logistics		
ATTN: APVR-RDL-AB		
977 Davis Highway		
Ft. Richardson, AK 99505-7000	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>
U.S. Army Garrison Alaska	CIF	
Directorate of Resource Management		
ATTN: APVR-RRM-BB		
600 Richardson Dr. #6250		
Ft. Richardson, AK 99505-6250	<b>TOTAL MIPR AMOUNT:</b>	<u>Actual Cost</u>

**G1-Adjutant** General

PERSONNEL MANNING **AND** PERSONNEL SERVICES

SUPPLIER WILL: Provide military personnel support and services. The G1 will process line-of-duty investigation reports and casualty reports. The G1 will provide passport support for personnel assigned to Ft. Richardson. The 203<sup>rd</sup> Personnel Support Battalion (PSB) will maintain personnel records, process identification cards and provide in/out-processing support. The 203<sup>rd</sup> PSB will provide passport service for personnel assigned to Ft. Wainwright.

NOTE: All incoming and outgoing personnel must process through the in/out processing office, 203<sup>rd</sup> PSB. Official documentation is required to enroll/disenroll family members in the Defense Enrollment Eligibility Reporting System (DEERS). Documentation includes: State/county birth certificates, divorce decree with judge or referee signature and seal, marriage certificate registered in a county court OR sealed.

RECEIVER WILL: Advise Supplier of any changes affecting records. Ensure that assigned personnel attend record reviews as required. Inform Supplier of all changes of rater and/or duty assignment of military personnel. Ensure completed reports are turned in to the Supplier for compliance with appropriate policy and guidance.

POC: FRA, G1 Plans and Operations 384-2605

BASIS FOR REIMBURSEMENT: Non-reimbursable.

Directorate of Plans, Training, Security and Mobilization  
**TRAINING SERVICES**  
(Military)

**SUPPLIER WILL:** Provide all aspects of training required by the military community. Manage and control DA Forms 1556 (Certificate of Training and Reimbursement). Process DD Form 1610 (Travel Orders) for training related travel.

Provide Mobile Training Team (MTT) support, locations and training equipment.

Provide assistance with new equipment training.

Provide assistance and support for Cadet Leadership Training (CTLT).

Plan, coordinate, manage and execute the Pre-command Course.

**RECEIVER WILL:** Execute training IAW provided instructions. Proceed to School location IAW published travel orders. Complete applicable portion of DA Form 1556 upon completion of training.

**POC:** FRA, Training 384-1153

**BASIS FOR REIMBURSEMENT:** Reimbursable; individual travel, tuition, instructor costs.

Directorate of Logistics

CENTRAL ISSUE FACILITY

**SUPPLIER WILL:** Provide (upon request) a list of available Organizational Clothing and Individual Equipment (OCIE). Review for approval all requests for OCIE submitted by the Receiver's representative. Provide OCIE (by hand receipt) to authorized individuals as requested by the Receiver.

Schedule issue/return dates. Conduct a reconciliation of hand receipt items upon return of OCIE, identifying those items, which will be charged to the Receiver. Provide billing information to the Directorate of Resource Management (DRM), Program Budget Division (PBD), 384-0696, for those items chargeable to the Receiver.

Accountability of OCIE is controlled by AR 710-2, Inventory Management Supply Policy Below Wholesale Level, DA Pam 710-Z-1, Using Unit Supply System [Manual Procedures], and AR 735-5, Policies and Procedures for Property Accountability.

**NOTE 1:** A 10% reimbursable sustainment charge will be levied to defray the cost of OCIE replenishment (except non-returnable items) due to normal fair wear and tear.

**NOTE 2:** Non-returnable items (i.e. socks, next to body items, etc.) are reimbursed at 100% of the item cost.

**NOTE 3:** OCIE lost, damaged or destroyed will be accounted for IAW AR 735-5 and DA Pam 735-5, Survey Officer's Guide.

**RECEIVER WILL:** Reimburse Supplier for lost, damaged, or destroyed OCIE items, that were not reimbursed by the responsible individual. Submit funding documents to the DRM PBD. Request current rate/cost of items from the supporting Central Issue Facility (CIF).

Establish and maintain documents that authorize and identify the Receiver's representative (DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies and Assumption of Command letter). Submit to the supporting CIF, a list of Receiver personnel to receive OCIE.

Individuals will coordinate with the supporting CIF for issue and turn in. Sign for release of OCIE from the supporting CIF. Be responsible for issued OCIE returns. Conduct reconciliation of OCIE items with the supporting CIF to ascertain whether charges will be made to the Receiver.

Provide receipt for Organizational OCIE issued from the CIF using the computerized DA Form 3645.

IAW AR 710-2, unit commanders will provide the CIF with annual requirements (number of personnel) for OCIE support.

IAW DA Pam 710-Z-1, unit commanders will conduct reconciliation of OCIE records against personnel losses. This reconciliation is conducted quarterly (at a minimum) to determine if soldiers have departed without clearing the OCIE issue point.

Directorate of Logistics

CENTRAL ISSUE FACILITY  
(continued)

In-process and out-process the CIF by appointment only. Accomplish direct exchange transactions on a first-come, first-serve basis. Coordinate and schedule mass transactions through the CIF. True emergencies are handled on a case-by-case basis.

Turn in clothing and equipment to the CIF no later than five working days prior to peacetime Permanent Change of Station (PCS].

POC: FRA, CIF 384-2801/1806 (Primary Support Point)  
FRA, DRM PBD 384-0696

**BASIS FOR REIMBURSEMENT:** Reimbursable; cost of items lost, damaged, destroyed and non-returnable items IAW AR 735-5 and DA Pam 735-5.

Directorate of Logistics

TRANSPORTATION SERVICES  
(Other than GSA Vehicles)

SUPPLIER WILL: Provide complete passenger travel service IAW appropriate regulations.

Provide movement of personal property and privately owned vehicles IAW appropriate regulations.

Provide freight movement services on request IAW appropriate regulations.

RECEIVER WILL: Provide travel orders for all official travel. Ensure that travel orders reflect proper destination, special entitlements and chargeable fund code.

Furnish appropriate documentation for shipping/receiving of freight. Provide funding documentation as appropriate.

Comply with Supplier's guidance and directives. Comply with related directives and instructions. Furnish appropriate documentation to ship/receive personal property.

POC: FRA, Transportation 384-1831

BASIS FOR REIMBURSEMENT: Reimbursable; civilian overtime labor costs.

267<sup>th</sup> Finance Battalion

**FINANCE SUPPORT SERVICES**

**SUPPLIER WILL:** Administer the military pay service system to provide timely and accurate payments and inputs into related financial accounting records for active duty, reserve and National Guard soldiers. Prepare input and corrections for the master military pay accounts. Provide in-and-out processing. Prepare and certify military pay orders and allotment documents. Compile and input allotment deductions, leave accounting data, and applicable tax withholdings. Certify vouchers and assign voucher numbers.

Maintain voucher and transaction controls for disbursements, collections, and changes in accounts. Provide assistance to military members regarding matters of military pay. Explain the pay system and answer pay inquiries. Provide briefings on available payment methods, changes in pay, voluntary and involuntary pay adjustments, separation, bonuses, special allowances, pay advances, partial payments, accrued leave, family member support, emergency data, allotments, charitable contributions, PCS and Temporary Duty (TDY) pay, deductions, and DIRECT DEPOSIT election documents. Develop and maintain processing schedules and priorities for transactions that affect pay and allied records.

Administer the system for TDY, PCS, and related accruals to military members, to include entitlements and individual claims and fund controls when travel orders are issued. Record payments/collections into related financial accounting reports. Collect overpayments, if necessary, as required.

**NOTE:** Transactions, computations, disbursements, collections, and changes are made through the Defense Military Pay Office (DMO) as governed by Titles 10, 32, and 37 of the U.S.C., **and** the DoD Pay and Allowance Manual. The personnel on the system govern transactions and the services each require at any given time for any specific purpose. The number of personnel performing travel on official orders determines the number of accounts, payments, or collections required. Travel must be based on official orders and be in compliance with the Joint Federal Travel Regulations (JFTR). Payments and transactions must be IAW the JFTR, Comptroller General Decisions, and DoD Directive 5154.3.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Operations 384-2038

**BASIS FOR REIMBURSEMENT:** Non-reimbursable.



**Provost Marshal**

**POLICE SERVICES**  
**(Law Enforcement, Physical Security**  
**and Vehicle/Weapon Registration)**

**SUPPLIER WILL:** Provide police services to maintain order and to enforce laws or regulations. Control vehicular and pedestrian traffic. Investigate criminal activity IAW regulations or other appropriate directives.

Provide privately owned vehicle decals and registration.

Provide weapons registration. *NOTE:* IAW USARAK Regulation 190-1, all active duty personnel performing duty on a USAG-AK installation will register privately owned weapons maintained in their household. The Military Police Desk (MPD) at each post has the required forms. The procedures are:

a. Complete USARAK Form 877 (Registration of Personal Firearms) in triplicate. PVT through SSG will have their commander verify information, sign the 877, and indicate the class registration in block 8 of the form. SFC and above may sign the form themselves. They must still receive written permission to store firearms in family quarters, BOQs or BEQs on or off post. Take USARAK Form 877 (not the weapon) to the MPD. The MPD will register the weapon and send the pink copy to the unit commander. The form will be filed in the unit arms room and retained until one year after ETS/PCS, or the weapon is sold to another individual. If the weapon is sold to another service member, they must re-register the weapon under their name.

b. While at the MPD, USARAK Form 277 (Weapons Registration Record) will be completed and provided to the registrant. This is your proof of registration card, and must be carried whenever registered firearms are carried or transported on the installation.

*NOTE:* War trophy firearms must also be registered IAW the procedures listed above.

**RECEIVER WILL:** Secure own equipment IAW AR 190-11 through 190-51 and USARAK Regulation 190-1 (Physical Security Program).

Designate a Receiver point of contact for matters concerning the preservation of order, physical security and crime prevention.

Apprise Supplier of relevant information concerning serious incident reports.

Comply with Supplier regulations on law and order, physical security and crime prevention related to occupancy of the installation.

*NOTE:* compliance with regulations is directed at Army personnel residing on Ft. Richardson and assigned to ALCOM, and not applicable to the ALCOM headquarters.

**POC:** FRA, Law Enforcement 384-0825

**BASIS FOR REIMBURSEMENT:** Reimbursable; Receiver requested special security, to include equipment modifications and upgrades, that is above the Army's regulatory requirement for the command to provide.

Directorate of Community Activities

CHILD AND YOUTH SERVICES

**SUPPLIER WILL:** Provide quality daycare service for children of authorized personnel: Active duty military, including National Guard and Army Reserve personnel; DoD civilian employees; and contract employees. Supervise Family Child Care (FCC) homes. Provide special community programs through Supplemental Programs and Services (SPS). Provide centralized registration and training through SPS, to include teen baby-sitting and volunteer training. Furnish hot meals at least twice a day plus snacks. sponsor a program to support the morale of parents by providing a comprehensive, year-round activities program that offers developmental activity schedules that are based on the children's age and developmental level. Plan daily programs for all ages of children, regardless of the time in care. *NOTE:* Programs include full day, hourly care, part day preschool, toddler time, and outreach programs, such as "Romp 'N Stomp."

Provide off-site and on-site activities through a youth center which offers programs for young people in grades 1-12, to include a game room, dance studio, craft and activity room, snack bar area, gym and basketball court. (Off-site programs include scheduled daycamps with field trips as well as before and after school programs.) Offer classes, which could include piano, guitar, karate, gymnastics and tumbling, ballet, jazz dance, and drafts.

Establish a sports program that could include baseball, softball, basketball, volleyball, soccer, wrestling, track, swimming, football, and cheerleading.

Provide employment, computer and homework tutoring, and outreach services.

Provide structured activities to youth (grades K-61, which support the health, interpersonal, knowledge, reasoning, creative, vocational, and self-awareness skills necessary to be successful in today's world. *NOTE:* Program includes before and after school care, full day, vacation, and summer camp activities. Activities may include recreational games, sports, instruction, arts and crafts, free choice play, and outdoor activities.

**RECEIVER WILL:** Comply with Supplier's regulations and directives

**POC:** FRA, Child and Youth Services 384-2031

**BASIS FOR REIMBURSEMENT:** Reimbursable; individual user fees (ALCOM not responsible for individual user fees).

Directorate of Community Activities

ARMY COMMUNITY SERVICES

SUPPLIER WILL: Provide prevention programs and services to enhance family readiness. Strengthen the coping abilities of Army families. Provide programs and services, to include crisis intervention, referral and follow-up, financial assistance, food locker, budget counseling/classes, relocation assistance, employment assistance, career planning, skill development workshops, family advocacy, and parenting/marriage enrichment classes. Provide assistance for special needs families, volunteer management and deployment assistance.

RECEIVER WILL: Comply with Supplier's regulations and directives.

POC: FRA, Director 384-1502

BASIS FOR REIMBURSEMENT: Non-reimbursable; routine.

**Directorate of Community Activities**  
**EDUCATION SERVICES**

**SUPPLIER WILL:** Provide career counseling for all military personnel, their adult family members, DA **civilians**, and other personnel authorized under AR 621-5. Ensure all personnel are aware of entitlements, programs, and services available. Provide educational information. Discuss career options. Assist in planning personal and professional education goals. Provide other information and assistance as required.

Plan, process, organize, and control facilities, supplies, and equipment required to support individual and group training/education. Forecast training and education requirements. Inform personnel of available military educational opportunities (through on/off post civilian institutions), tuition assistance, commissioning programs, professional military education programs, and other programs enumerated in AR 621-5. Advise personnel on education services provided through other activities **and** agencies.

Advise individuals on military education goals. Research and advise individuals concerning their past education records. Evaluate and secure credit for military experience and other non-traditional forms of credit. Complete tuition assistance and VA forms. Affiliate with a Service Members Opportunity College (SOC). Assist applicants in enrolling in distance learning courses or degree programs. Prepare local college registration applications, financial aid, transcript requests, and other related services. Brief in-coming personnel on available education programs and services. Brief out-going personnel on Veterans Affairs (VA) benefits.

**RECEIVER WILL:** Comply with Supplier's regulations and directives.

**POC:** FRA, Education Officer 384-0970

**BASIS FOR REIMBURSEMENT:** Reimbursable; tuition and/or user fees (ALCOM not responsible for individual user fees).

Directorate of Community Activities  
MORALE, WELFARE AND RECREATION ACTIVITIES  
(For DoD Personnel)

**SUPPLIER WILL:** Provide access to recreational facilities, which could include a gymnasium or a fitness center. Provide an athletic department that offers year-round team sports. *NOTE:* If possible, the fitness center should be equipped with a nautilus room, free-weights and exercise rooms, dry saunas, steam rooms, showers, volleyball, basketball, exercise bicycles, rowing machines, racquetball courts, and a pool. Outdoor programs could include golf, softball, tennis, soccer, and flag football.

Provide access to low-cost rental equipment, to include basketballs, softballs, badminton, volleyball and horseshoe equipment, pop-up and utility campers, tents, sleeping bags, stoves, lanterns, coolers, backpacks, and other camping essentials.

Make available special adventure outings and tours open to all installation personnel.

Provide access to recreational and general reference library services.

Furnish brochures, maps, guides, and information on tourist areas, parks, bus, train and airline schedules.

Provide access to arts and crafts equipment, classes, and discount supplies for craft activities such as ceramics, woodworking, framing, needlework, airbrushing, drawing, oil and watercolor painting, and other activities. Provide automotive instruction and machinery to assist in repairs.

Provide access to facilities, which could include a golf course and skeet/trap range. Maintain a listing of available entertainment facilities, community and recreational clubs, campgrounds and marinas, including locations, membership requirements and fees.

Provide vehicle and trailer storage for military personnel assigned and residing on USAG-AK installations if available.

*MOTE:* Reserve Component (RC) priority of Morale, Welfare and Recreation (MWR) support is IAW AR 215-1.

**RECEIVER WILL:** Comply with Supplier's regulations and directives

**POC:** FRA, Community Family and Activities Manager 384-2053

**BASIS FOR REIMBURSEMENT:** Reimbursable; individual user fees (ALCOM not responsible for individual user fees).



**Directorate of Community Activities**  
**SUBSTANCE ABUSE PROGRAM**

**SUPPLIER WILL:** Make available drug and alcohol abuse counselors to authorized personnel for discussion, guidance, and assistance. Operate substance abuse program IAW AR 600-85 with local command and USARPAC supplements. Identify substance abusers. Provide nonresident counseling, and drug education. Preserve the health of employees by providing appropriate counseling.

**NOTE 1:** This service is available to all active duty and retired military personnel, their family members, and Headquarters, Department of the Army (HQDA) and DoD civilians, both appropriated and non-appropriated fund.

**NOTE 2:** The requirement for certification of DoD alcohol and drug abuse counselors shall include sufficient knowledge and skills related to the core tasks required of rehabilitative personnel followed by an instructional course pertaining to substance abuse. Counseling shall be IAW DoDI 1010.6.

**NOTE 3:** It is the DoD policy to discipline and/or discharge drug traffickers and those alcohol and drug abusers who cannot or will not be rehabilitated, IAW appropriate laws, regulations, and instructions. USAG-AK will coordinate disciplinary actions through the Receiver.

**RECEIVER WILL:** Comply with all regulations and Supplier's policies in support of the Alcohol and Substance Abuse Program (ASAP) and rehabilitation.

**POC:** FRA, ASAP 384-1418

**BASIS FOR REIMBURSEMENT:** Non-reimbursable

**Directorate of Community Activities**

**TECHNICAL AND RESEARCH LIBRARY**

**SUPPLIER WILL:** Provide a Technical Information Center containing reference and research material. *NOTE:* This includes such items as Army publications, DoD publications, Codes of Federal Regulations, and Federal Acquisition Regulations.

Make available government documents, technical reports, DoD publications, books, periodicals, and other printed material. *NOTE:* If an office requires repeated use or access to a specific **material**, the technical information center can purchase the material. Once purchased, the Supplier will charge the Receiver for the cost of the material, then permanently loan the material to the Receiver.

Purchase and maintain publications that are used in the accomplishment of the Receiver's mission requirements.

**RECEIVER WILL:** Maintain publications in current and usable condition

Request special purchases during normal business hours

Comply with Supplier's regulations and directives.

**POC:** FRA, Military Occupational Specialty Library 384-0301

**BASIS FOR REIMBURSEMENT:** Reimbursable; special purchases unique to Receiver requirements.



Directorate of Community Activities  
TRANSIENT LODGING SERVICES

**SUPPLIER WILL:** Provide temporary duty lodging for authorized Receiver personnel when in official travel status. Provide off-post lodging referral service if on-post lodging is not available for dates required.

Submit, if required, a DD Form 139 (Pay Adjustment Authorization) to the Receiver's Finance and Accounting Office for collection of any unpaid lodging charges. NOTE: This process directly charges a debtor's pay account, and only applies to military service members.

**RECEIVER WILL:** Call the Lodging Office at applicable military post for reservations. Ensure that Receiver personnel provide a copy of their TDY orders and a valid ID card upon arrival. Ensure that availability or non-availability of government quarters is cited on TDY orders. Make hotel accommodations if government quarters are not available. NOTE: Reimbursement is required on an individual cash basis for government quarters provided.

Ensure appropriate deductions are made from military pay for any unpaid debt accrued while residing on Forts Richardson or Wainwright.

Ensure residents of Forts Richardson and Wainwright are subject to applicable post policies, AR 210-50, USARPAC and local command policies and supplements or changes thereto.

POC: FRA, Lodging Office 384-0436  
FWA, Lodging Office 353-7726

**BASIS FOR REIMBURSEMENT:** Reimbursable; individual cash basis for guest housing or transient accommodations (ALCOM not responsible for individual user fees).

Staff Judge Advocate

CLAIMS AND LEGAL ASSISTANCE  
(Soldiers and Family Members)

SUPPLIER WILL: Provide legal support when otherwise authorized in the areas of claims and legal assistance.

Provide claims support and legal **assistance** to military personnel and their family members (assigned in Alaska) on the same level and basis as provided to Supplier's military personnel and their family members, as authorized by law or in accordance with applicable regulations.

Provide claims and legal assistance to DoD civilian personnel, as authorized by law or in accordance with applicable regulation.

RECEIVER WILL: Request assistance as needed. Comply with Supplier's regulations and directives.

POC: FRA, SJA 384-0371

BASIS FOR REIMBURSEMENT: Non-reimbursable.

Staff Judge Advocate

COURTS MARTIAL JURISDICTION

SUPPLIER WILL: Exercise courts martial jurisdiction over Army military personnel when applicable.

RECEIVER WILL: Request Supplier to publish orders attaching Army military personnel to USAG-AK for purposes of exercising courts martial jurisdiction.

Reimburse Supplier for actual cost incurred in prosecuting courts martial, e.g., witness fees, travel expenses, etc.

Request assistance as needed

Comply with Supplier's regulations and directives

POC: FRA, SJA 384-0300/3997

BASIS FOR REIMBURSEMENT: Reimbursable; actual costs associated with courts martial proceedings, i.e. witness fee, travel expenses, etc.